

CAE AMENDMENTS APPROVAL CHECKLIST

Ref.: LT_AIR_1_J3

Task ref.: Reg. date:

Name of organisation and approval reference: EE.CAO.00xx

CAE revision No. and date: Rev. from:

Approved: directly ☐ indirectly ☐

C - In compliance; F – Finding; R – Remark/Recommendation;
N/A – Not applicable; NR – Not reviewed; IC – Implementation check

PART 1 – GENERAL ORGANISATION

[link to Findings](#)[link to Part 1](#)

CAE Ch	Description	CAO ref.	
PART A – GENERAL DESCRIPTION			
A.1	Statement by accountable manager	CAO.A.025(a)(1); CAO.A.035(a)	-
A.2	General presentation of the organisation	CAO.A.035(a); CAO.A.100(e)	-
A.3	Description and location of the facilities	CAO.A.025(a)(9); CAO.A.030	-
A.4	Scope of work	CAO.A.020(a); CAO.A.025(a)(2); CAO.A.095(e); Appendix I point (a)	-
A.5	Exposition amendments and changes to the organisation	CAO.A.025(a)(11)/(c); CAO.A.105	-
A.6	Procedure for alternative means of compliance	CAO.A.017	-
A.7	Management personnel	CAO.A.025(a)(3); CAO.A.035(b); CAO.A.100(a)	-
A.8	Organisation chart	CAO.A.025(a)(4)	-
A.9	Manpower resources	CAO.A.035(d)	-
A.10	List of certifying staff	CAO.A.025(a)(5)	-
A.11	List of staff responsible for the development and approval of AMP	CAO.A.025(a)(6)	-
A.12	List of airworthiness review staff	CAO.A.025(a)(7); CAO.A.045(d)	-
A.13	List of staff responsible for the issuance of permits to fly	CAO.A.025(a)(8)	-
PART B – GENERAL PROCEDURES			
B.1	Quality (or organisational review) system	CAO.A.100(a)/(b)/(d)/(e)/(f)	-
B.2	Audit plan (or frequency and content of organisational review)	CAO.A.100(b)/(f)	-
B.3	Monitoring of maintenance contracts	CAO.A.100(b)(2)	-
B.4	Qualification, assessment and training of staff	CAO.A.035(c)/(d)/(e)/(f); CAO.A.040(a); CAO.A.045(a)/(b)/(c); CAO.A.060(a)	-

CAE Ch	Description	CAO ref.	
B.5	One-off certification authorisation	CAO.A.040(b)	-
B.6	Limited certification authorisation	CAO.A.040(c)	-
B.7	Subcontracting	CAO.A.095(a)(2)/(b)(3); CAO.A.100(f)	-
B.8	Maintenance data and continuing airworthiness management data	CAO.A.055(a); CAO.A.080	-
B.9	Records management and retention	CAO.A.035(e); CAO.A.040(d); CAO.A.045(e); CAO.A.050(b); CAO.A.060(j); CAO.A.075(a)/(b)(9); CAO.A.090; CAO.A.100(c); CAO.A.085	-
B.10	Carrying out the airworthiness review	CAO.A.085; CAO.A.095(c)	-
B.11	Conformity with approved flight conditions	CAO.A.095(d)	-
B.12	Issue of the permit to fly	CAO.A.095(d); CAO.A.045(a)	-
PART C – MAINTENANCE PROCEDURES			
C.1	Maintenance - general	CAO.A.025(10)	-
C.2	Work order acceptance	CAO.A.055(b)	-
C.3	Components, equipment, tools and material (supply, acceptance, segregation, storage, calibration...)	CAO.A.050; CAO.A.060(d); CAO.A.030(b)	-
C.4	Maintenance facility (selection, organisation, cleanliness and environmental limitations)	CAO.A.060(b)/(e)/(f)	-
C.5	Maintenance accomplishment and maintenance standards	CAO.A.095(a)(1); CAO.A.060(c); Appendix I points (b)/(c)/(d)	-
C.6	Prevention of maintenance error	CAO.A.060(g)/(i)	-
C.7	Critical maintenance tasks and error-capturing method	CAO.A.060(h)	-
C.8	Fabrication	CAO.A.020(c)	-
C.9	Certifying staff responsibilities and maintenance release	CAO.A.040(a); CAO.A.065; CAO.A.070; CAO.A.095(a)(4)	-
C.10	Defects arising during maintenance	CAO.A.075(b)(6)	-
C.11	Maintenance away from approved location	CAO.A.095(a)(3)	-
C.12	Procedure for component maintenance under aircraft or engine rating	Appendix I point (b)/(c)	-
C.13	Procedure for maintenance on installed engine (or component) under engine (or component) rating	Appendix I point (c)/(d)	-
C.14	Special procedures (specialised tasks, NDT, engine running...)	CAO.A.030(a); Appendix I point (e)	-
C.15	Issue of ARC under maintenance privilege	CAO.A.095(c)(2)	-
PART D – CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES			

CAE Ch	Description	CAO ref.	
D.1	Continuing airworthiness management — general	CAO.A.025(10); CAO.A.095(b)(1); CAO.A.075(a)/(b)(7)/(b)(9)	-
D.2	Minimum equipment list (MEL) (and configuration deviation list (CDL)) application	CAO.A.075(a)	-
D.3	AMP development, control and periodic review	CAO.A.075(a)/(b)(1)/(b)(2); CAO.A.095(b)(2)	-
D.4	Airworthiness directives and other mandatory airworthiness requirements	CAO.A.075(a)/(b)(5)/(b)(8)	-
D.5	Modifications and repairs	CAO.A.075(b)(3)	-
D.6	Pre-flight inspection	CAO.A.075(a)	-
D.7	Defects	CAO.A.075(b)(6)	-
D.8	Establishment of contracts and work orders for the maintenance	CAO.A.075(a)/(b)(4)/(b)(7)	-
D.9	Coordination of maintenance activities	CAO.A.075(b)(8)	-
D.10	Mass and balance statement	CAO.A.075(a)/(b)(10)	-
D.11	Issue of ARC or ARC recommendation	CAO.A.095(c)(1)(i)	-
D.12	ARC extension	CAO.A.095(b)(4)/(c)(1)(ii)	-
D.13	Maintenance check flights	CAO.A.075(a)	-
PART E – SUPPORTING DOCUMENTS			
E.1	Sample documents		-
E.2	List of subcontracted organisations		-
E.3	List of organisation contracted by the CAO		-
E.4	Aircraft technical log system (if applicable)		-
E.5	List of the currently approved alternative means of compliance		-
E.6	Copy of contracts for subcontracted continuing airworthiness tasks		-

Implementation Checks

No	Ch.	List of checked documents	
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Findings [link to Part 1](#)

No	Ch.	Part CAO ref.	Description

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Remarks, recommendations

No	Ch.	Part CAO ref.	Description

Complete check of organization procedures including implementation checks performed. ☐

CAE amendments checked. ☐

Conclusion:

Klõpsa ja vali

Signed digitally by: Valige üksus.

Date: Kuupäeva sisestamiseks klõpsake siin.